

DRAFT - New Budget and Financial Forecasting Report – information for Administrators

NSF required in FY2014 that UCAR's rate methodology change from a fixed rate with carry forward to a provisional and final rate. Provisional indirect rates are applied in the accounting system during the fiscal year. After year end, final rates are calculated based on audited actual revenues and expenses and re-applied to award expenses, thereby recalculating indirect charges. In an effort to estimate UCAR's final indirect cost rate and impact, interim rates will be calculated and applied internally in the Corporate Performance Management (CPM) tool on a quarterly basis for planning purposes.

Throughout the fiscal year as we plan with interim rates, IFAS, as well as any ART and some BI reports, which rely on IFAS indirect calculations and resulting Funds Available, will become less meaningful. However, the interim rates will be applied in the CPM tools for the intentions of planning and forecasting expenses and estimating funds available and are available via Cognos BI and FAB / UI.

This new report uses the **Interim Rates or IR rates**. The Interim Rates default to the Provisional Rates until such time as interim rate changes are approved and applied in CPM. So rates in this report will remain accurate for planning and estimating where accounts and projects will be at year end.

There are two version of this report: **Snapshot** and **Regular - Working Plan CPM Real Time**.

Snapshot version - everything is FROZEN as of month end. This means that no data changes when this report is run at a later date, everything is *frozen or static* as of that particular month end. This is typically the version Administrators provide to PI's, Managers and Directors.

- IFAS information including Budget and Incurred Actuals with drill down to detail
- Open Encumbrances and drill down to detail
- Expected Funds entered in FAB /UI (Expected Budget not yet at UCAR)
- Working Plan Remaining entered in FAB / UI
- Forecast Expenses (Incurred Actuals + Working Plan Remaining)
- Forecast Funds Available (IFAS Budget less Forecast Expenses)
- Employee Plan to Actual Hours and Dollars based on Actuals and Working Plan
- At this time, User Defined Attributes of PoP and Notes are **NOT** frozen.

Regular version – only IFAS Budget and Actuals are FROZEN; FAB / UI Working Plan information and Open Encumbrances are all CPM Real Time. This allows administrators to see impacts of updates and changes in FAB / UI to the Working Plan, Expected Funds and User Defined Attributes prior to the next month end. The report is NOT static and numbers will change as the information in the Working Plan changes.

Only the following remain FROZEN as of month end:

- IFAS information including Budget and Incurred Actuals with drill down to detail

The following information UPDATES CPM Real Time:

- Open Encumbrances and drill through from IFAS Are NOT frozen in this version.
- Expected Funds entered in FAB /UI (Expected Budget not yet at UCAR)
- Working Plan Remaining entered in FAB / UI
- Forecast Expenses (Incurred Actuals + Working Plan Remaining)
- Forecast Funds Available (IFAS Budget less Forecast Expenses)
- Employee Plan to Actual Hours and Dollars based on Actuals and Working Plan
- User Defined Attributes of User defined PoP and Notes

- Current Account Information
- FY Account Forecast Summary Status
- FY Forecast Trend Graph
- FY Account Forecast Summary with non-salary open encumbrance information
- YTD Forecast of Expenses with Drill Down to cumulative actuals detail
- Monthly Actuals with Drill Down to monthly actuals detail
- Employee Plan to Actual Summary with current profile and drill through to employee detail

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Descriptions of the Sections of the New Report:

Current Account Info Section

Provides information about the specific account key:

- **COA Information** – Account Key and Short Description, Status, Long Description, Acct Manager, Fund Source, Proposal #, Contract ID, Contract, Contract Period of Performance
- **Optional User Defined Information** from data entry FAB / UI provides POP Begin and End Date, User Defined Notes

***** The User Defined Information is not frozen and static in the Snapshot. *****

Current Account Info			
Account:	190004 - Postdoc. Fellows	Account Status:	Active
Program Title:	Postdoctoral Fellowships	Program Lead:	Hagan, M.
Funding Source:	NSF Regular/CORE Funding	Proposal No.	ZZ
IFAS Contract No.:	M0856145	Group:	ZZ
Contract No.:	M0856145 NSF NCAR COOP		
Period of Performance:	10/01/2008	To:	09/30/2018
User-specified POP:		To:	
Notes:			

FY Account Forecast Summary Section

Provides information about the account status, including budget, expected funding, actual expenses, planned expenses and forecast funds available:

- **IFAS Information** – Budget, Incurred Actuals as of the month end
- **FAB / UI Information** – Expected Funds not yet at UCAR, Working Plan Remaining from the month end forward
- **Calculated Information** – Forecast Expenses (Incurred Actuals + Working Plan Remaining) Forecast Funds Available (IFAS Budget – Forecast Expenses)
- **Interim Rates** – applied to all actual and planned expenses

In the electronic version, which is not designed to print, the column headers include “Roll Over” technology to allow the user to see an explanation of the column title.

FY Account Forecast Summary							
	1	2	3	4	5	6	7
	IFAS Budget	Expected Funds	Total Expected Funds	IR Incurred Actual EOM YTD	IR Working Plan Remaining	IR Forecast	IFAS Budget vs IR Forecast
5000 - Salaries	\$960,385	\$ 0	\$960,385	\$228,898	\$710,986	\$939,884	\$20,501
5100 - Benefits	\$534,860	\$ 0	\$534,860	\$126,581	\$393,175	\$519,756	\$15,104
5200 - Materials & Supplies	\$72,126	\$ 0	\$72,126	\$27,228	\$46,457	\$73,685	(\$1,559)
5300 - Purchased Services	\$17,421	\$ 0	\$17,421	\$8,438	\$11,614	\$20,052	(\$2,631)
5400 - Travel	\$109,212	\$ 0	\$109,212	\$28,633	\$58,071	\$86,705	\$22,508
5500 - Equipment	\$20,000	\$ 0	\$20,000	\$ 0	\$13,333	\$13,333	\$6,667
5700 - G&A Overhead/Burden	\$994,319	\$ 0	\$994,319	\$243,560	\$717,538	\$961,098	\$33,221
All Revenue and Expenses	\$2,708,324	\$ 0	\$2,708,324	\$663,338	\$1,951,175	\$2,614,513	\$93,811

Explanation of Columns:

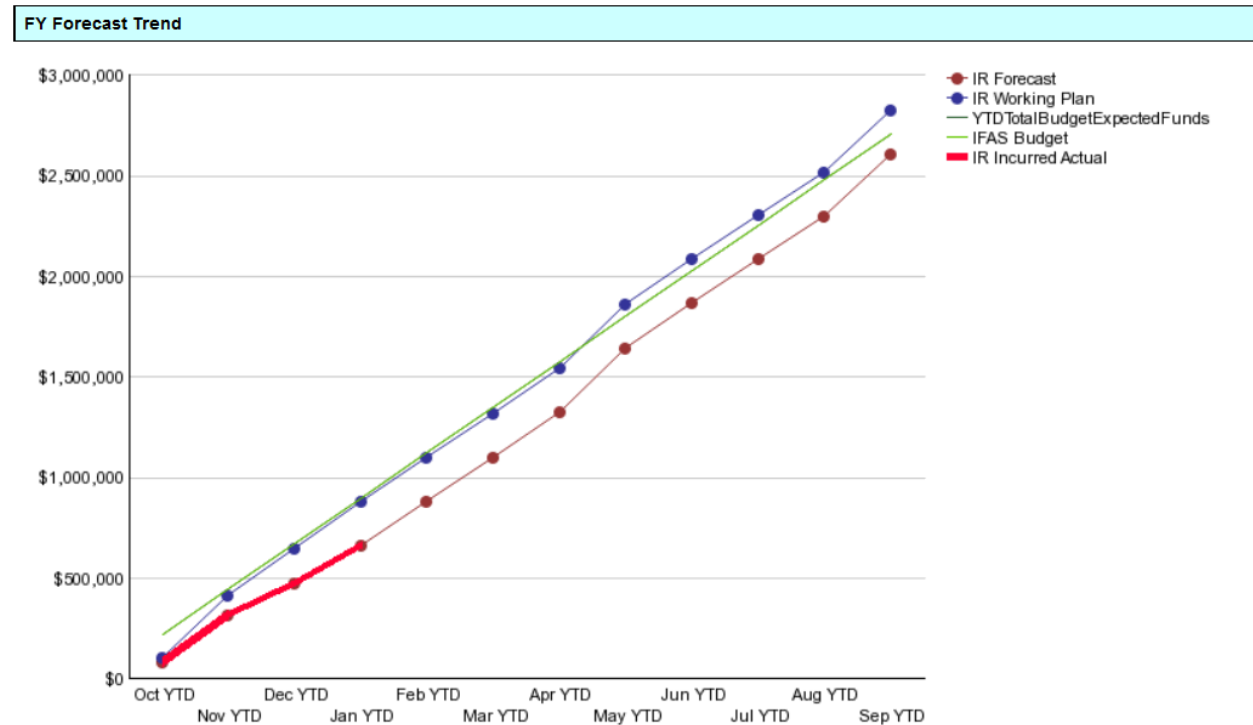
1. IFAS Budget - Uncommitted + Committed Carryover + New Funds + Transfers (Similar to Working Budget)
2. Expected Funds - Expected Funding not yet at UCAR NEW
3. Total Expected Funds – IFAS Budget + Expected Funding not yet at UCAR NEW
4. IR Incurred Actual EOM YTD - Incurred Actual Expenses YTD at Interim Rate as of Latest End of Month (Revenue and Expenses in IFAS Reports)
5. IR Working Plan Remaining - Working Plan with Interim Rates Applied from latest End of Month forward (<i>Working Plan</i> - centralized, calculated, changing scenario for planning staff & non-salary expenses) (Similar to Encumbrances in IFAS, based on Working Plan)
6. IR Forecast – Forecast Expenses at Interim Rate (Incurred Actual Expenses EOM YTD + IR Working Plan Remaining) NEW
7. IFAS Budget vs IR Forecast – IR Forecast Funds Available - difference between IFAS Budget and IR Forecast (Similar to Funds Available in IFAS)

FY Forecast Trend Section

Provides a graphical illustration of forecast expenses over the year relative to both the IFAS Budget and with additional expected funding not yet in IFAS:

- **IFAS Budget** – spread evenly over the fiscal year
- **Expected Funds + IFAS Budget** – spread over the fiscal year
- **IR Incurred Actuals** – graphed monthly as incurred
- **IR Working Plan** – graphed monthly as planned
- **IR Forecast** – graphed monthly based on actual expenses and remaining Working Plan

In the electronic version, which is not designed to print, the points on the graph include “Roll Over” technology to allow the user to see the data point.



YTD Forecast Section

Provides a cumulative monthly Forecast at the Expense Class Level, with actuals as of the latest month end and adds the Working Plan Remaining for the out months:

- **Non Salary Encumbrances** –provides IFAS Non-Salary Encumbrances for the account key with drill down to IFAS details
- **IR Incurred Actuals Portion of the Forecast** – shows cumulative actuals by month with drill down to IFAS detail. (With IR, Benefits and OH are recalculated so these have no drill down in this report.)
- **IR Working Plan Portion of the Forecast** – this displays cumulatively the actuals and then planned expenses by month.

In the electronic version, which is not designed to print, the user can drill down to IFAS expense class and monthly cumulative detail on indicated data points. (Encumbrances are current as of month end.)

YTD Forecast

	Non Salary Encumbrance	Oct YTD IR Incurred Actual EOM YTD	Nov YTD IR Incurred Actual EOM YTD	Dec YTD IR Incurred Actual EOM YTD	Jan YTD IR Incurred Actual EOM YTD	Feb YTD IR_Forecast	Mar YTD IR_Forecast	Apr YTD IR_Forecast	May YTD IR_Forecast	Jun YTD IR_Forecast	Jul YTD IR_Forecast	Aug YTD IR_Forecast	Sep YTD IR_Forecast
5000 - Salaries		\$27,225	\$118,071	\$174,273	\$228,898	\$308,903	\$388,648	\$468,393	\$588,011	\$668,928	\$748,217	\$824,390	\$909,884
5100 - Benefits		\$15,055	\$65,293	\$96,373	\$126,581	\$170,823	\$214,922	\$259,021	\$325,170	\$369,917	\$413,764	\$455,888	\$519,756
5200 - Materials & Supplies	\$330	\$4,858	\$8,276	\$14,174	\$27,228	\$33,035	\$38,842	\$44,649	\$50,456	\$56,264	\$62,071	\$67,878	\$73,685
5300 - Purchased Services	\$0	\$5,658	\$6,580	\$7,656	\$8,438	\$9,890	\$11,342	\$12,793	\$14,245	\$15,697	\$17,149	\$18,600	\$20,052
5349 - Computing Service Center		\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
5400 - Travel	\$19,991	\$1,854	\$5,239	\$9,030	\$28,633	\$35,892	\$43,151	\$50,410	\$57,669	\$64,928	\$72,187	\$79,446	\$86,705
5500 - Equipment	\$0	\$0	\$0	\$0	\$0	\$1,667	\$3,333	\$5,000	\$6,667	\$8,333	\$10,000	\$11,667	\$13,333
5700 - G&A Overhead/Burden	\$11,826	\$28,865	\$116,365	\$174,134	\$243,560	\$325,154	\$406,511	\$487,868	\$605,635	\$688,062	\$769,002	\$847,097	\$961,098
Total	\$32,147	\$83,515	\$319,824	\$475,840	\$663,338	\$885,364	\$1,106,750	\$1,328,135	\$1,647,853	\$1,872,130	\$2,092,389	\$2,304,965	\$2,614,513

Monthly Actuals Section

Provides monthly detail at the expense class level:

- **IR Incurred Actuals** – in the electronic version, which is not designed to print, the user can drill down to monthly IFAS monthly and expense class detail via the indicated data

Monthly Actuals

	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	All Months
5000 - Salaries	\$27,225	\$90,846	\$56,202	\$54,625	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$228,898
5100 - Benefits	\$15,055	\$50,238	\$31,080	\$30,208	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$126,581
5200 - Materials & Supplies	\$4,858	\$3,418	\$5,898	\$13,054	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$27,228
5300 - Purchased Services	\$5,658	\$922	\$1,276	\$582	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$8,438
5400 - Travel	\$1,854	\$3,385	\$3,791	\$18,603	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$28,633
5700 - G&A Overhead/Burden	\$28,865	\$87,500	\$57,769	\$69,426	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$243,560
All Revenue and Expenses	\$83,515	\$236,309	\$156,016	\$187,498	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$663,338

Employee Plan to Actual Summary Section

Provides information on any employee who is planned to and /or has charged time to the account key showing both **hours and fully loaded costs for that specific key, based on applicable rates:**

- **Working Plan Remaining % on Key** – this provides the current % the employee is planned to the key, basically the current profile.
- **Incurred Actuals** – this shows the actual hours and dollars the employee has charged to the key as of the last month end.
- **IR Forecast** – this combines the actual as of the last month end and the remaining planned hours and dollars for the employee for the year, to project what their costs would be if they charge as currently planned.
- **Overall Working Plan** – shows the current annual planned hours and dollars for the employee on the key.
- **Overall Working Plan vs. Forecast** – compare the annual plan to the annual forecast

In the electronic version, which is not designed to print, the user can drill down on an **indicated** employee name to see detail for that individual's overall planned and / or actual time on all account keys. **Again, this is currently showing fully loaded costs by account key.**

Working Plan vs. Forecast shows if an employee has worked more or fewer hours than planned:

- +10 hours** – indicates the person worked less than planned
- 10 hours** – indicates the person worked more than planned

Discrepancies between Plan vs. Forecast may be due to:

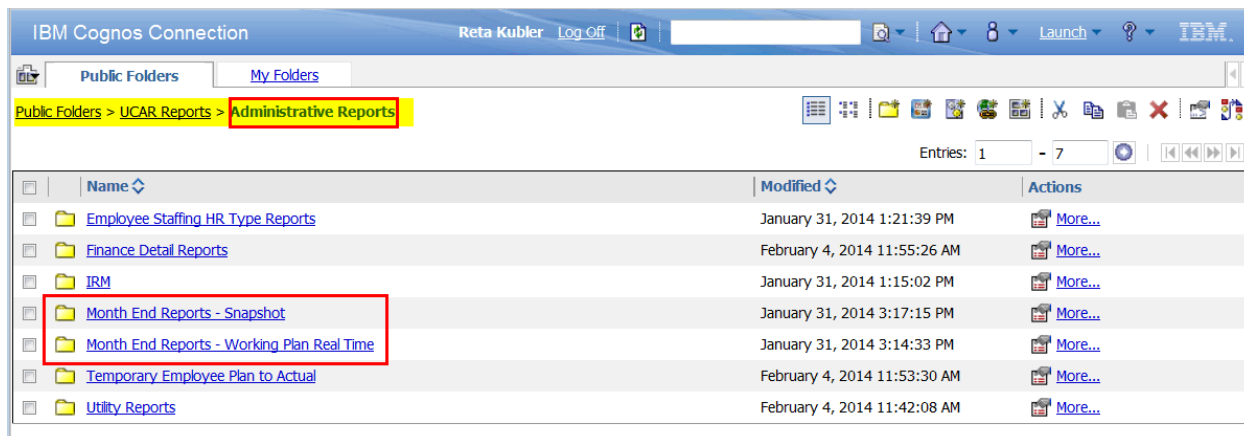
- The employee may be working on another project / account key and charging less time
- The employee may be working more on this project / account key and charging more time
- Actual work time varies from the planned 85% or over-ride %; the employee may have taken no vacation or PTO yet this Fiscal Year or may have taken a significant amount. In general, as the year goes on and things average out, most employees will be closer to their planned work time percentage.

Employee Plan to Actual Summary											
		Working Plan Remaining		Incurred Actual EOM YTD		IR Forecast		Working Plan		Working Plan vs IR Forecast	
		Pct on Key Current Pay Period	Hours	Amount	Hours	Amount	Hours	Amount	Hours	Amount	
List of all employees who are planned on or who have charged to this account key	HUGHES, SARA - 011209	0%	75	\$5,348	75	\$5,348	83	\$5,890	8	\$542	
	LEWIS, JAMES - 011209	0%	134	\$9,591	134	\$9,591	122	\$8,707	(12)	(\$883)	
	LEWIS, JAMES - 011209	50%	292	\$20,785	303	\$21,553	295	\$21,000	(8)	(\$553)	
	FAVRE, JAMES - 011209	100%	588	\$41,865	1,272	\$90,525	1,253	\$89,123	(20)	(\$1,401)	
	HODGSON, JAMES - 011209	100%	544	\$38,716	1,278	\$90,960	1,303	\$92,709	25	\$1,748	
	HODGSON, JAMES - 011209	100%	600	\$42,699	1,572	\$111,847	1,541	\$109,612	(31)	(\$2,235)	
	BISCHOP, JAMES - 011209	100%	539	\$38,303	1,713	\$118,314	1,742	\$118,788	30	\$475	
	MSB CP - 011209	50%	279	\$19,858	885	\$61,172	890	\$60,703	5	(\$469)	
	MSB CP - 011209	100%	532	\$37,898	1,843	\$127,234	1,879	\$128,115	36	\$880	
	KUMMAN, MATTHEW - 012201	0%	488	\$34,732	488	\$34,732	475	\$32,397	(13)	(\$2,335)	
MSB CP - 012201	100%	0	\$0	1,310	\$89,337	1,879	\$128,115	569	\$38,778		

Cognos BI Reporting Tool

Cognos BI PRODUCTION URL: <https://famead.fanda.ucar.edu/ibmcognos/>

The new Cognos BI Budget and Financial Forecasting Reports are in: Public Folder > UCAR Reports > Administrative Reports >



Snapshot vs. Regular

Snapshot Version – All information is frozen as of a selected month end. (***) User Defined Attributes of PoP and Notes are NOT frozen at this time. (***) *This STATIC version is used for most reporting because the forecast and funds available remain the same.*

Regular Version (Working Plan is CPM Real Time) – All IFAS Budget and Incurred Actuals information is frozen as of the latest month end. This version does reflect current updates and changes in FAB / UI to the Working Plan, Expected Funds and User Defined Attributes as well as shows only current open encumbrances. "CPM" Real Time means FAB / UI info is updated immediately or on the hour and open encumbrance info is as of yesterday in IFAS. *This REAL TIME version is used by administrators to see the impact of changes in FAB / UI to the Forecast.*

Summary vs. Detail

Summary Version - Summarizes data for selected keys, below the summary, either provides a drill down to report detail for each key selected in the Electronic Version, or lists report detail key by key for each key selected in the Printable Version. (This can be meaningful for a single contract or project, but the summary section may be strange for unrelated accounts.)

Detail Version - shows report detail key by key for each key selected. (This runs much like the current ABS Report.)

Printable vs. Electronic

Printable Version - set up to be converted and distributed at PDF files or printed PDF's. The PDF files do not include the drill down features. (This is what we will be using for report distribution, at least through February and March, or until the report distribution tool is tested and finalized.)

Electronic Version – reports not labeled "Printable" are set up to view on-line with full drill down and drill through features. (These are designed for automated distribution as well administrative use running and viewing directly in BI)

Month End - Snapshot Folder



SNAPSHOT Reports – because this is frozen information as of month end, it is typically the version Administrators provide to PI's, Managers and Directors. The information remains the same if you run the same report later.

The required prompts include Snapshot Date and Fiscal Year and Accounts which are selected by one of the following: Acct keys, Subfacility, Facility, Contract, Fund Source and Acct Manager.

Budget and Financial Forecasting - Snapshot Detail Report

- snapshot as of a selected month end for selected account keys
- individually listed detail report for each key
- includes drill down / drill through to actuals, and employee detail
- does not convert well to PDF

Budget and Financial Forecasting - Snapshot Detail Printable Report

- snapshot as of a selected month end for selected account keys
- individually listed detail report for each key
- Converts easily to PDF for printing or sharing
- does not include drill down / drill through

Budget and Financial Forecasting - Snapshot Summary Report

- snapshot as of month end for selected account keys
- summary of all the selected accounts keys
- account list with links to a detail report for each key
- includes drill down / drill through to each account key, actuals and employee detail
- does not convert well to PDF

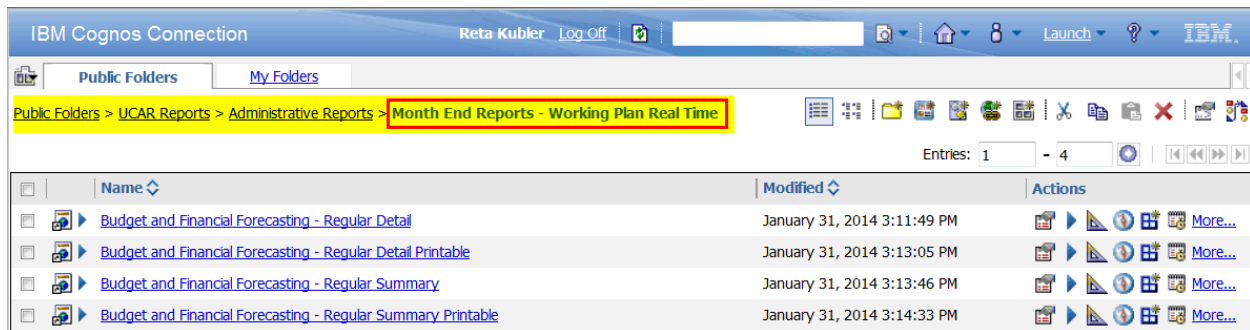
Budget and Financial Forecasting - Snapshot Summary Printable Report

- snapshot as of month end for selected account keys
- summary of all the selected accounts keys
- account list with links to a detail report for each key
- converts easily to PDF for printing or sharing
- does not include drill down / drill through

NOTES Regarding the BI Prompts for Running any of these Reports:

- Search and select for accts beginning with "19" returns any keys that begin with 19 and the report includes only those with financial activity during the time period.
- The Acct Status selection limits the keys returned to select from if you are looking for specific keys that may not be in an easy sequence to select and don't want to scroll every key in the group.
- For those groups using Facility or Subfacility, search for your group Acronym, i.e., "EOL", "RAL"...
- To select by Acct Manager (based on what's in COA) select "Options" then "Contains any of these Key Words" since the person may be listed multiple ways, such as Smith, J., J. Smith, Smith J, etc.

Month End - Working Plan (CPM) Real Time Folder



REGULAR WORKING PLAN REAL TIME – because only the IFAS information is frozen, this report allows administrators to easily see the impacts of updates and changes in FAB / UI to the Forecast. If information in FAB / UI has changed, the information changes if you run the same report later.

The required prompts include Fiscal Year and Accounts which are selected by one of the following: Acct keys, Subfacility, Facility, Contract, Fund Source and Acct Manager.

Budget and Financial Forecasting - Regular Detail Report

- IFAS info frozen as of a selected month end for selected account keys
- FAB / UI info and Open Encumbrances updates CPM Real Time
- individually listed detail report for each key
- includes drill down / drill through to actuals, and employee detail
- does not convert well to PDF

Budget and Financial Forecasting - Regular Detail Printable Report

- IFAS info frozen as of a selected month end for selected account keys
- FAB / UI info and Open Encumbrances updates CPM Real Time
- individually listed detail report for each key
- Converts easily to PDF for printing or sharing
- does not include drill down / drill through

Budget and Financial Forecasting - Regular Summary Report

- IFAS info frozen as of month end for selected account keys
- FAB / UI info and Open Encumbrances updates CPM Real Time
- summary of all the selected accounts keys
- account list with links to a detail report for each key
- includes drill down / drill through to each account key, actuals and employee detail
- does not convert well to PDF

Budget and Financial Forecasting - Regular Summary Printable Report

- IFAS info frozen as of month end for selected account keys
- FAB / UI and Open Encumbrances information updates CPM Real Time
- summary of all the selected accounts keys
- account list with links to a detail report for each key
- converts easily to PDF for printing or sharing
- does not include drill down / drill through